

The Asian Forum of Parliamentarians on Population and Development

Making Proposals Come Alive:



6th - 10th June 2005, Bangkok, Thailand

Project Proposal Training Programme



Report by: Nikki Schaay
Design and layout: Lilibelle Austriaco

Note: The views and opinions expressed in this report are those of the Training participants and invited experts; they do not necessarily reflect those of the Asian Forum for Parliamentarians on Population and Development.

**Asian Forum of Parliamentarians on
Population and Development (AFPPD)**

Making Proposals Come Alive

**Project Proposal Development Training
Programme**

6th – 10th June 2005,
Bangkok, Thailand

**Ms Nikki Schaay & Mr Kevin Osborne,
IPPF Consultant & IPPF Senior HIV/AIDS Advisor**

Background of AFPPD Regional Training Programme

The National Committee staffs are responsible for advocacy with parliamentarians and the running of the National Committees. The number of staff working with parliamentarians at the national level ranges from five to thirty-five, including Hewlett foundation-supported programme 'discussants.' In order to implement and improve advocacy with parliamentarians and other elected representatives at the national level, staff need to be equipped with certain skills. These include management skills, administrative skills for day-to-day running of an organization, possessing the requisite tools to plan, initiate and conduct advocacy projects on population and development with parliamentarians as well as the ability to monitor and evaluate their own progress. Based on the above, AFPPD has organized training courses on advocacy, monitoring and evaluation and logframe with UNFPA/CST Bangkok in 2002, 2003 and 2004 and, encouraged with the results, has proposed to organize a training workshop specifically for national committee staff on Project Proposals writing.

The training course will equip the participants with key knowledge, concepts, tools and techniques to successfully write a proposal. This training will emphasize creating more innovative ideas to integrate into proposal writing and allow the participants a more hands-on experience with each other as they will be applying their own projects that they are currently working on in their committees.

Moreover, an important function of the workshops are to ensure participating countries to realize that accountability and sustainability are high on AFPPD's agenda. High levels of participation, commitment and accountability are expected throughout the project period.

Expected Impact

- Enhanced capacity of AFPPD's National Committees, including skills as well as infrastructure.
- Better-trained parliamentary committee staff with management skills to write a proposal through analysis of their objectives and outputs.
- Effective program planning, implementation and evaluation by National Committee staff.

Table of Content

Introduction and Background to the Event	7
Participants and Guests of Honour Present at the Event	7
Preparation for the Training	8
The circulation of pre-training questionnaire to all potential participants.	8
A Summary of the participant reponses to the questionnaire and their expectation-as expressed on the first day.	8
The Training Programme	10
Next Steps and Way Forward	13
Evaluation of the Training by Participants	13
Appendices	17
<i>Appendix 1: Programme</i>	18
<i>Appendix 2: Worksheets</i>	21
<i>Appendix 3: Site Visits</i>	26
<i>Appendix 4: Participant List</i>	31



**Making Proposals Come Alive:
Project Proposal Training Programme**



Bangkok, Thailand, 6-10 June 2005

Introduction & background to the event

At the request of the Asian Forum of Parliamentarians on Population and Development (AFPPD), Mr Kevin Osborne, HIV/AIDS Senior Advisor, International Planned Parenthood Federation (IPPF), assisted by Ms Nikki Schaay, IPPF consultant were requested to facilitate a training programme on project proposal development for representatives from AFPPD-affiliated parliamentary committees.

An initial meeting was held between Mr Shiv Khare, Executive Director of AFPPD and Mr Kevin Osborne, HIV/AIDS Senior Advisor, IPPF, in April 2005 in London, to formalize the request and to provide the facilitators with the necessary background information to develop a suitable training programme. The 5-day training programme was held between Monday, 6th – Friday, 10th June 2005 in Bangkok, Thailand.

The objectives of the training programme, were finally articulated as:

- To define what the essential components are of an innovative & comprehensive project proposal.
- To unpack the key steps in developing a logical framework approach towards project planning
- To provide participants with an opportunity to gain practical knowledge and skills in the development of a project proposal that can be submitted to an appropriate funder.

Participants & Guests of Honour present at the event

A total of 24 AFPPD-affiliated participants representing the countries of Australia, Cambodia, China, Fiji, India, Indonesia, Iran, Japan, Laos, Mongolia, New Zealand, Philippines, Sri Lanka, Thailand, and Vietnam attend the above training programme. In addition, one representative from UNFPA Indonesia, three representatives from UNFPA Thailand, and two regional International Planned Parenthood representatives (from the South Asia Regional Office & the ESEAOR Regional Office) also attended the event. In total, the event was attended by 30 participants.



L to R: Mr. G. Giridhar, CST Director and UNFPA Representative, Senator Dr. Malinee Sukavejworakit, Secretary General AFPPD, and Mr. Kevin Osborne, HIV/AIDS Senior Advisor

Together, the participants brought with them very rich experiences and wisdom from their home countries, which contributed greatly to success of the training.

The training programme was addressed by two guests of honour: Dr Malinee Sukavejworakit, Senator and Secretary General, AFPPD, and the Chief Advisor to The Senate Standing Committee On Public Health, Thailand, who ceremonially opened and closed the training programme, and Mr Giridhar Giri, CST Director and UNFPA representative, Thailand, who provided valuable input into the training programme.

Preparation for the training

The circulation of a pre-training questionnaire to all potential participants

In order to ensure that the content of the training programme that was developed would be able to meet the majority of the participant's expectations, the facilitators requested that participants answer three key questions, namely:

- What the nature of their current project activities and areas of responsibilities were;
- What the challenges they were facing in relation to the development of project proposals were; and
- What the specific skills and/or knowledge that they hoped to gain from the training programme.

18 representatives from Laos, New Zealand, Indonesia, India, Mongolia, Iran, the Philippines, Japan, Australia, Fiji and, and China forwarded completed questionnaires to the facilitators in May 2005.

A summary of the participant responses to the questionnaire & their expectations—as expressed on the first day

In response to the question about the participant's daily responsibilities and activities, most of the participants noted that their day to day work focused on supporting parliamentarians (and in some cases – the government & non-governmental organisations) around issues related to population and human development. In many cases this support was focused on sexual and reproductive health issues (which sometimes included a specific focus on HIV/AIDS). The support offered is at a national, regional & local level, and includes:

- awareness raising and advocacy
- producing and distributing information materials and communication tools
- organizing meetings and discussions;
- liaising with, and networking with other groups
- providing technical assistance (such as the analysis, documentation, and inputs) to support parliamentarians in their process of developing the country's laws/regulations, policies and programmes, and
- Writing proposals!

In terms of the level of experience and responsibility IN overseeing project and proposal development, the participants had *varying levels of experience*. *This ranged from:*

- *not having any responsibility to date for developing project proposals or sourcing funds in the field, to*
- *having designed work plans and contributed to national population/ SRH/ HIV policy development, and mobilizing resources at a national and local level – to either sustain the implementation of a project or to support advocacy activities.*

Some participants noted that as senior programme officers, developing effective project proposals becomes part of ones job in line with international treaties and movements (such as ICPD).

In terms of the challenges participants were facing around their project proposals, the following challenges were identified:

- "Funding is a major problem that we are facing right now".
- "Who to address proposals to – which donors?"
- "Proposal writing is a hard work, but the rationale/justification and frame work are the most important parts to ensure whether the proposal will be acceptable."
- "Sometimes, I'm wondering about the proposal format – what information or data must be written down in the proposal".

- “Developing indicators, especially in short one year (or even shorter project) projects”.
- “Plotting the logical sequence of objectives, activities, expected output, verifiable indicators and mechanics of the project”.
- “It would also be helpful if there is some discussions on the area of budget proposal”.
- “Different donors have different criteria for the proposal. I would like in this project planning workshop to help me provide clues to face the challenge”.
- “(We) have difficulty anticipating the language and format that funders expect in project proposals”.

In terms of the expectations that participants had in relation to what they wanted to learn – expressed both in the preparatory questionnaire and during the introductory part of the training programme, the following themes were listed:

Learning about the proposal development process:

- “I am going to be working in programs soon, I would like to learn the process of developing a project proposal, project cycle management and some idea on results based management”.

Learning how to write efficient & effective proposals:

- “Reviewing the most efficient methods for writing project proposals”.
- “Tips on how to write effective project proposal”.
- “What you put in the beginning, middle and end and how you do each part”.
- “To find out how to develop appropriate proposals that can generate effective results”.
- “Formulating sound objectives, relations of objectives to activities, expected output and verifiable indicators”.
- “Selecting a project topic or issue – and how you choose this”.
- “And what about the implementers – those people that have not written the proposal – but will be implementing the project – how do you make the link between the two?”

Learning about a particular planning format – the logframe:

- “To simplify the logframe analysis”.
- “The logframe - especially how to make a good OVI both quantitative and qualitative”.
- “Interested in seeing examples of the use of log frames in SRH and HIV / AIDS programs”.
- “How you connect the logframe (the final table) to the narrative of your proposal”.

Learning about funders:

- “To learn strategies in writing proposals that will be appealing to funding institutions”.
- “We are also interested in learning about the expectations of funders with regard to proposal writing, including language and content expected”.
- “And...how you balance your needs with that of a funders, in a sensitive manner – and are able to reach a suitable compromise”.
- “How you make the funders understand that your organization is important, and that your project has a benefit”.
- “How you can make the link between what you do and the changing focus that is occurring in relation to funding - from SRH to the environment, for example”.

Learning about the sources of funds:

- “Introducing the existing sources of funding for Population and Development projects in the international area (and perhaps including an e-network to inform and update participants about...the existing sources for funding for population and development projects and their conditions”.

- "I would also want to obtain information on the organizations, agencies & institutions that fund proposals on popular or creative advocacy forms such as radio or TV educational programs, video or MTV-type productions".

Learning more about the theory & providing further training & support:

- "Introducing (me) to the related literature for more study & to provide a hand book about the subject".
- "Selecting a few numbers of the participants, who demonstrate their eligibility through a specific examination, to send them to a longer period course (in a university or related institutions) on the subject to let them improve their related skills and knowledge, and after that...to study and examine (up)-coming proposals, and to help others to prepare on acceptable proposal through the a network".

Finally, participants also wanted to obtain broader information on the following issues:

- Advocacy strategies for parliamentarians;
- Tips for writing project reports & as a partner of IPPF, obtaining a greater understanding of the IPPF strategies; and
- Technical information on the prevention of HIV/AIDS & experiences of countries that have achieved success, sexuality and RH education, policy on Gender, family planning, and the social situation of the people who live with HIV/AIDS.

The facilitators noted that whilst they would be able to cover many of the expectations related to the development of a project proposal, and specifically using a logframe approach to project planning, they would not, however, be able to cover the specific technical issues related to population and development issues during the training programme.

The Training Programme

Monday 6th June 2005

Dr Malinee Sukavejworakit, Senator and Secretary General, AFPPD, and the Chief Advisor to The Senate Standing Committee On Public Health in Thailand, warmly welcomed participants to the event and officially declared the training programme open. Following this, Mr Khare, AFPPD, Mr Giri, UNFPA/CST and Mr Osborne, IPPF all provided a short welcome address, and participants then introduced themselves to one another and shared their expectations of the event.



The training programme commenced with each country team reflecting on the challenges and successes they have encountered over the past year in writing and reviewing project proposals, and then identifying and prioritizing the most appropriate issue on which to focus the development of a potential project proposal on (and something which they could use practically as an example to work on during the training programme). Where there was only 1 representative from a country, participants grouped together and choose an example of a project from one of the countries represented in the small team.

The 2 essential elements that ought to be contained within a project proposal (ie. the motivation and the detailed project description) were introduced to participants, and discussions were held about the various individual components required in a project proposal. At the end of the day, participants were introduced to the logframe approach to planning

and the story of 'CHICO' – a taxi company that was used to illustrate each of steps in the logframe approach to project planning.

Tuesday 7th June 2005

Two site visits were arranged for this day so as to provide participants with an opportunity to receive technical input on HIV/AIDS and to consider various approaches that had been used both within parliament and by people living with HIV/AIDS.



Ken Jittjang (left) and Greg Grey (right)

The first site visit was to the Asia Pacific Network of People Living with HIV/AIDS (APN+). A presentation was delivered by Ken Jittjang and Greg Grey and focused on the role of the APN+, some of the key interventions and projects that have been facilitated by the network and are currently being implemented by the teams in various countries. The participants expressed considerable interest in learning about the status of the local APN+ networks in the different countries, and APN+ was able to provide valuable input in this regard. Participants were also able to learn about a critical piece of research that APN+ had conducted on AIDS discrimination in Asia. Following the presentation, participants visited the APN+ offices and were provided with copies of some of the innovative publications APN+ has produced.

The second site visit was to Senator Jon Ungpakorn, Chairperson of the Public Health Committee, Thailand and a respected AIDS activist. The visit was hosted within the Thai parliament. Senator Jon provided participants with an extremely valuable overview of the HIV/AIDS situation in Thailand, and of some of the country's successes and failures in preventing and managing the HIV epidemic. The presentation was followed by a lively discussion, with participants asking Senator Jon many questions that would provide guidance to their own work within their home countries.



Senator Jon Ungpakorn

Following the two site visits, participants reflected on their experiences and presented a summary of these the following morning.

Wednesday 8th June 2005

The day opened with small team presentations on the site visits and an input by Mr Shiv Khare on the AFFPD small grant process that will provide 'seed' funding to eligible countries in 2005/6 to design and implement innovative funding proposals and concepts.

Following this input, the participants were introduced to the first phase of the logframe – the analysis phase. In their small teams they each conducted a problem analysis, a stakeholder analysis, and an objective and alternative analysis for their priority issue. At the end of the day, participants embarked on defining their developmental goal, the purpose of their project and some of their proposed outputs.

The facilitators then provided support country teams that required individual assistance with their project analysis and design.

Thursday 9th June 2005

The first session of this day, provided participants with an opportunity to share with one another the progress they had made in planning their proposed projects. This proved to be a very interactive session, and allowed participants from different countries to support one another and share some of the key things they had learnt from developing their own project logframe.



Following this, each team was asked to develop the justification for their proposed project and compose a compelling motivation for their proposed project. Thereafter, teams identified and outlined the potential interventions and activities that would make up the project – with emphasis being placed in considering *innovative* strategies. An associated plan of operations (ie. timelines, responsibilities & inputs) was also developed.

A final session included an introduction to the concept of assumptions, and identifying those factors outside of the control of the project which could influence the success of the project, and impact on the sustainability of the project.

Friday 10th June 2005

The last day of the training session focused on the issue of evaluation, and the process of developing indicators, confirming the means of verification and developing a monitoring and evaluation schedule. A 'round-robin' type event was held which enabled the different country teams to present the innovative aspects of their proposal to their colleagues. This was followed by a presentation by: Mr Giridhar Giri with information on potential funding sources, their areas of focus and their contact details. Each of the participants was also provided with a document, compiled by UNFPA/CST, containing relevant information and contact details on a range of potential funding sources.

A short session on the way forward was facilitated, which was then followed by an evaluation session and the closure of the training programme.

Mr Shiv Khare, drew the training event to a close and wished participants success in their future funding efforts, noting that AFPPD was optimistic that the last few days had provided participants with the necessary support to enable them to write effective project proposals.



Senator Malinee Sukavejworakit noted that, following the country presentations, she felt assured that the participants had learnt considerable skills in project proposal development. She thanked the facilitators and presented each with a beautiful memento from AFPPD. Senator Malinee Sukavejworakit then provided each participants with a certificate of attendance for the event, and declared the event closed.

Next Steps and Way Forward

It was suggested that following the training programme, AFPPD provide participants with further direction and information regarding the small grants project that they are going to initiate.

Evaluation of the Training by Participants

Twenty-six participants completed the evaluation forms, and overwhelming reported that they had experienced the training event as being useful and having met their expectations. The following is a summary of the different aspects of the training programme that was evaluated

Were the training objectives met?

Each of the 3 training objectives were evaluated by asking participants whether they thought that considered that they had been met during the process of the training.

All of the 26 participants responded "yes" in relation to all three of the objectives.

What was the most valuable aspect of the training content?

Participants were asked to name the one session, activity, or learning area that they found to be the most useful aspect of this training.

The majority of participants (18) identified the steps of the logframe approach as being most useful aspect of the training and which was provided in a systematic and logical way that would help them in their work in the future. Some of these participants noted specific aspects of the logframe, such as the problem analysis (1), the development goal (1), project purpose (2), the concept of assumptions (3) and the analytic phase (2) as being particularly useful.

Examples of some remarks by participants:

"The step-by-step filling up of the logframe matrix, especially the development goal and the project purpose, and how all the sections of the logframe relate to each other".

"I had a gainful insight in formulating development goals. The system of accomplishing the logframe is also new to me and the way of analysing it is also new to me. It could really be used in analysing our projects in a vertical and horizontal way".

"The step by step approach to the logframe. The process of working on each box of the 3x4 table was good, it allowed us to put more thought into it".

Other participants remarked on the opportunity that the training provided in learning from one another (7), and how important it was to provided with a comprehensive overview of the elements of a project proposal (1).

Participants were also asked to consider what they would have liked to change in the training programme. Valuable comments were provided to facilitators on some of the individual sessions that were facilitated. These will definitely be considered if the programme is to be developed and adapted for future use.

How useful did participants find the site visits?

Both site visits appeared to have been found useful by the participants, many of whom indi-

vidually shared with the facilitators how they had heard about innovative strategies from Senator Jon and APN+ that they wanted to implement in their own countries. The ratings for each visit were as follows:

Participant responses were rated according to the following scale:		
1 = poor 2 = fair 3 = average 4 = good 5 = excellent		
THEME	APN+	Senator Jon Ungphakorn
The relevance of the site visit to your current and future work.	1 = poor 3 = fair 4 = average 14 = good 1 = excellent	2 = poor 0 = fair 1 = average 10 = good 9 = excellent
The potential to apply the knowledge gained / lessons learnt from the visit into your current or future work.	0 = poor 2 = fair 5 = average 13 = good 3 = excellent	1 = poor 0 = fair 2 = average 10 = good 9 = excellent

Specific comments made by participants about the APN+ site visit:

- "APN+ provided us with a good source of information".
- "It was good to actually visit their offices".
- "It will increase our direct contact with local PLHA networks".
- "I would have been very interested to find out how they managed to raise funds – as sometimes networks of PLHAs struggle to access funding".



Specific comments made by participants about Senator Jon Ungphakorn site visit:

- "Senator Jon has so much experience"
- "It was good to hear that the issue of sexuality education is also being raised in Thailand as it is a debatable issue in my country – it was good to hear Senator Jon talk about it so wisely".
- "It was very valuable hearing a Senator speak that is so committed to HIV/AIDS issues"

What did the participants think of the facilitation?

Participants were asked to provide the facilitators feedback on the training methodology and process of facilitation. The following feedback was received:

Participant responses were rated according to the following scale:	
1 = poor 2 = fair 3 = average 4 = good 5 = excellent	
There was a sufficient balance between theoretical input, plenary discussions & small group work activities.	0 = poor 0 = fair 4 = average 10 = good 12 = excellent
The facilitators were willing and able to provide participants with additional explanations, guidance and support when asked.	0 = poor 0 = fair 0 = average 10 = good 17 = excellent
The materials and resources provided during the training programme were sufficient.	0 = poor 0 = fair 2 = average 16 = good 9 = excellent
The facilitators were able to adapt the complexity and content of their input to suit the needs of the participants.	0 = poor 0 = fair 0 = average 12 = good 13 = excellent

In relation to the last theme, language was noted as a barrier by one participant, which is an important issue to note for future such training initiatives of the group. Another participant suggested that the facilitators and AFPPD evaluate to what extent the



participants have used the training after awhile (and, for example, have written successful project proposals to funders).

How did participants find the logistics?

Participants were asked to provide feedback regarding the logistics and administration of the training. The following favorable responses were received:

Participant responses were rated according to the following scale: 1 = poor 2 = fair 3 = average 4 = good 5 = excellent	
Information received prior to the training about the purpose, content, logistics and preparation required of you as a participant	1 = poor 2 = fair 5 = average 14 = good 3 = excellent
Accommodation during the training	1 = poor 0 = fair 3 = average 14 = good 7 = excellent
Catering during the training	0 = poor 0 = fair 3 = average 13 = good 9 = excellent
Transport during the training programme	1 = poor 1 = fair 3 = average 11 = good 5 = excellent

Programme, participant worksheets & site presentations

The above information was provided to each participant in a resource file. Powerpoint slides of the facilitator input, guest presentations and site visit presentations were also provided to all participants.

Acknowledgements

The facilitators would like to thank Mr Shiv Khare, Executive Director of AFPPD for his excellent guidance in relation to the direction and outcomes of the training programme; Ms Lilibelle Austriaco, Programme Associate for her excellent co-ordination and facilitation of the 'behind the scenes' preparations that form such an integral part of any training programme (including the arrangement of the site visits and the team dinner); and the excellent administrative support provided by Mrs Pariyaporn (Ying) Sappapan, Administrative Associate.

APPENDICES



Appendix 1: Programme

Monday, 6th June 2005

09h00 – 09h45	Opening Ceremony: Senator Dr. Malinee Sukavejworakit, Secretary General, AFPPD, Mr Giridhar Giri, Director, UNFPA/CST, & Mr Kevin Osborne, IPPF.
09h45 – 10h30	Names, numbers and notes: Participant introductions, training objectives & expectations, agenda review & logistics, summary of pre-training evaluation questionnaire completed by participants.
10h30 – 11h00	TEA
11h00 – 12h00	A country marketplace: A discussion on the challenges and successes that participants have encountered in writing and reviewing project proposals.
12h00 – 13h00	Proposals: what are they? A series of exercises to illustrate the different components of a project proposal.
13h00 – 14h00	LUNCH
14h00 – 15h30	Deciding on priorities & projects: A programmatic discussion on key thematic areas of innovation in relation to sexual and reproductive health and HIV/AIDS. This session will also include an exercise on matching the different country contexts, the core functions of each parliamentary committee, identifying and prioritizing current needs, and then selecting and justifying the most appropriate focus area for the development of a potential project.
15h30 – 16h00	TEA
16h00 – 17h15	Welcome to CHICO's Bus Company! An introduction to rationale behind the logical framework approach to planning, and some of the key elements that are involved in the project planning process. This session will also include an introduction to the site visits that are planned for later in the week, and the tasks that accompany each visit.

Tuesday, 7th June 2005

08h15 – 08h30	Taking a journey: departure and travel arrangements Participants will meet in the hotel lobby at 8h15 in preparation for their departure for SITE VISIT # 1.
09h30 - 10h30	SITE VISIT # 1 Participate in the first site visit arranged by AFPPD. This will be hosted by APN+ and will focus on the interventions and projects that are currently run by, and in relation to, people living with HIV/AIDS.
10h30 – 12h15	Return trip to hotel & early lunch for participants
12h15 – 13h30	Taking our second journey: departure and travel arrangements Participants will meet in the hotel lobby at 12h15 in preparation for their departure for SITE VISIT # 2.
13h30 – 14h30	SITE VISIT # 2 Participate in the second site visit arranged by AFPPD. This will be hosted by Senator Jon Ungpakorn.
14h30 – 15h30	Return trip to hotel
15h30 – 16h00	TEA
16h00 – 17h00	What did we see, hear and feel during the site visits? This time is set aside for small group work so that participants can reflect on the site visit, and prepare for a presentation of their experiences tomorrow morning.

Wednesday, 8th June 2005	
09h00 - 10h00	Reflections on yesterday: Plenary presentations on various aspects of the lessons learnt from the site visits.
10h00 - 10h30	The AFPPD small grants project & process: An introduction to focus and requirements of the AFPPD small grant process that will provide 'seed' funding to eligible countries in 2005/6 to design and implement innovative funding proposals and concepts.
10h30 - 11h00	TEA
11h00 - 12h00	Beginning our journey - conducting a problem analysis: Understanding the relationship between underlying problems and the influence they have on the project focus area that each country has selected.
12h00 - 13h00	Conducting the objectives & alternative analysis, Part I: Identifying the desired, realistic outcomes & selecting the most feasible strategic intervention.
13h00 - 14h00	LUNCH
14h00 - 15h00	Conducting the objectives & alternative analysis, Part II: Identifying the desired, realistic outcomes & selecting the most feasible strategic intervention.
15h00 - 15h30	An introduction to the concepts of the developmental objective/goal, the project purpose & the project results/output: An introduction to the terminology and rationale behind these three elements within the logical framework approach to planning.
15h30 - 16h00	TEA
16h00 - 17h30	Deciding on the best route - conceptualizing the developmental objective/goal, the project purpose & the results/outputs: Working with the logical framework approach to determine the goal, purpose & outputs of each of the country projects.
17h30 - 16h30	A rest along the way - an opportunity for some reflection: The facilitators will be available should specific country teams feel that they could benefit from more specific feedback on the project proposals they have developed to date.

Thursday, 9th June 2005	
09h00- 09h15	Reflections on yesterday: Highlights and opportunities from the previous day sessions.
09h15 - 10h00	The country presentations: are we on the right track? Paired group presentations of each of the country project plans that have been developed by the teams to date. Based on the feedback they receive from their colleagues, participants will then refine their proposals.
10h00 - 11h00	Developing the background & justification for the project proposal: Identifying, justifying & describing the need for the proposed country project. Participants will be provided with an opportunity to compose a compelling introduction for their project proposal.
11h00 - 11h30	TEA
11h30 - 12h00	An introduction to the concepts of project activities & inputs: An introduction to the terminology used in the logical approach to planning to outline the proposed project interventions.
12h00 - 13h00	Traveling along the route - designing the project intervention: Identifying potential interventions and activities, and considering how appropriate and innovative they are - given the group's prior analysis.
13h00 - 14h00	LUNCH




Programme

14h00 – 15h30	<p>Designing the project intervention, session II: Prioritizing an intervention and the associated activities for the project, and developing an accompanying plan of operations (ie. timelines, responsibilities & inputs). This session will also include an introduction to the concept of assumptions.</p>
15h30 – 16h00	TEA
16h00 – 17h00	<p>Checking on the map - assessing the assumptions, risks & the sustainability of the proposed project: Identifying the factors outside of the projects control which could influence the success of the project, and considering the sustainability of the project.</p>
Friday, 10th June 2005	
09h00 - 10h00	<p>Reaching the destination - designing a monitoring & evaluation plan: Developing indicators, confirming the means of verification and developing a monitoring and evaluation schedule.</p>
10h00 – 11h00	<p>Calculating the cost: Developing a project budget and cash flow forecast.</p>
11h00 – 11h15	A <i>SHORT</i> TEA
11h15 – 12h15	<p>Country presentations: Selected group role-plays illustrating the project proposals that the country teams have conceptualized over the training period.</p>
12h15 – 13h00	<p>Possible funding opportunities:</p> <p>Presentation: Mr Giridhar Giri, Director, UNFPA/CST This session will provide participants with information on potential funding sources, their areas of focus and their contact details.</p>
13h00 – 13h45	LUNCH
13h45 – 14h15	<p>The next steps: Outlining the remaining tasks required of country teams in preparation for the project submissions, and the processes that will be involved in project selections.</p>
14h15 – 15h00	<p>Evaluation & closure: Participant evaluations and wrap up of training.</p>
15h00	A FAREWELL TEA

Appendix 2: WORKSHEETS

WORKSHEET: THE SITE VISITS

Your own reflections:

-  **FEEL:** What was the thing that struck you the most - or had the most impact on you on an emotional level - during the site visit?
-  **SEE:** What did you see?
-  **HEAR:** What were some of the most significant things that you heard about during the site visit?

Thinking about the work of the organization:

1. What is the goal of this organization?

What longer term solution or change is the organisation seeking to contribute towards?

2. What is the purpose of one of the projects that the organization implements?

What specifically does this project do and how does it contribute to reaching the longer term solution?

3. Involvement of the target group?

Does the organization have a defined target group and is/has the target group been involved in implementing this project? If they have, how have they been included & in what way did they contribute towards the project's implementation?

4. What particular services or products does this organization deliver to its target audience?

Think about all the activities that this organization does and how these result in products and/or services being delivered to their target group. What is your assessment of the value of these services and products?

5. What about evaluation?

Do you think there is an evaluation process in place within this organization, and if so what are the key elements or components of this monitoring and evaluation (M & E) system? If there is not one in place, can you suggest some practical things that could be put in place in terms of M & E?

WORKSHEET: THE SITE VISITS

6. The challenges?

What key things do you think this organization faces in terms of implementing its services and delivering its products?

What lessons to be learnt?

7. What do you think is particularly innovative about this organisation?

8. Were there any other issues (these could be strategies, products or processes) that you witnessed or heard about from this organization that you feel you can take away with you and consider applying in your own country context?

9. Many of us have to present the work of our own organisation or our projects to other people from time to time. What is key thing that you have learnt from this organisation's presentation that you can take away with you and apply to the presentation of your own organization / projects in the future?

WORKSHEET: PLENARY DISCUSSION ON SITE VISITS

Consider the site visit that has been allocated to you for the plenary session presentation.

Using your individual experiences and notes, prepare a 10 minute (maximum) input for the plenary discussion on this particular site visit.

It would be a good idea to think of a creative way of presenting your insights to the group in the plenary session!

You might find the following questions helpful in structuring your presentation:

TELL US ABOUT YOUR FIRST IMPRESSIONS:

- As a group what were the key things that you felt, saw and heard on site?

TELL US ABOUT YOUR ANALYSIS:

- What problem(s) is the organization addressing in relation to SRH and/or HIV/AIDS?
- What is the specific purpose of this organization or project?
- What are the key products or services that the organization or project makes available to its target group?
- To what extent has the target group been involved in the design and implementation of this organisation's work or the project that has been set up?
- What aspect(s) of this organisation's work did you think was particularly innovative?
- How is the organization (or one of its project) currently being evaluated?
- What lessons can you take back with you from this organization or project & apply to your own context?

A COUNTRY MARKET PLACE

What are the key challenges you have faced in...

Conceptualizing, developing and writing up project proposals?	Accessing funds for your proposed projects?	Reviewing and evaluating project proposals that have been submitted to you for funding?

DECIDING ON A PRIORITY PROJECT

Our country team

Write down the name of your country team/organization or committee in the central circle.

Our work: the key things that we are responsible for

Think about the key things (ie. the interventions, strategies, campaigns, projects and/or activities) that you & your team are responsible for in relation to population and development issues. Write these down in the next circle.

Our resource needs: the projects that still require funding (in order of priority)

Make a list of all of the ideas (or the existing projects that you have) that still require funding for implementation and write these down in the next circle. Prioritize these (ie. number them from the first priority [1] to the last priority). Write these down in the next circle.

Our priority project: why we have chosen it and what it is all about

In one or two sentences describe what your proposed priority project is about & tell us why it's important. Write this down in the next circle.

Our project is innovative because...

In what particular way is your proposed project innovative (as opposed to just being "business as usual"). Write this down in the next circle.

Our project is addressing the particular problem / issue of...

Outline the specific problem(s) or the issue(s) you are trying to tackle by implementing this project. Write this down in the appropriate box on the side of the circle.

The following data and information justifies our project...

Consider the current population and development context in your country: what information do you have or have access to to justify the implementation of your proposed project?

By implementing this project we believe we can achieve...

Tell us what you expect you can *achieve* by implementing this project.

Our target group is...

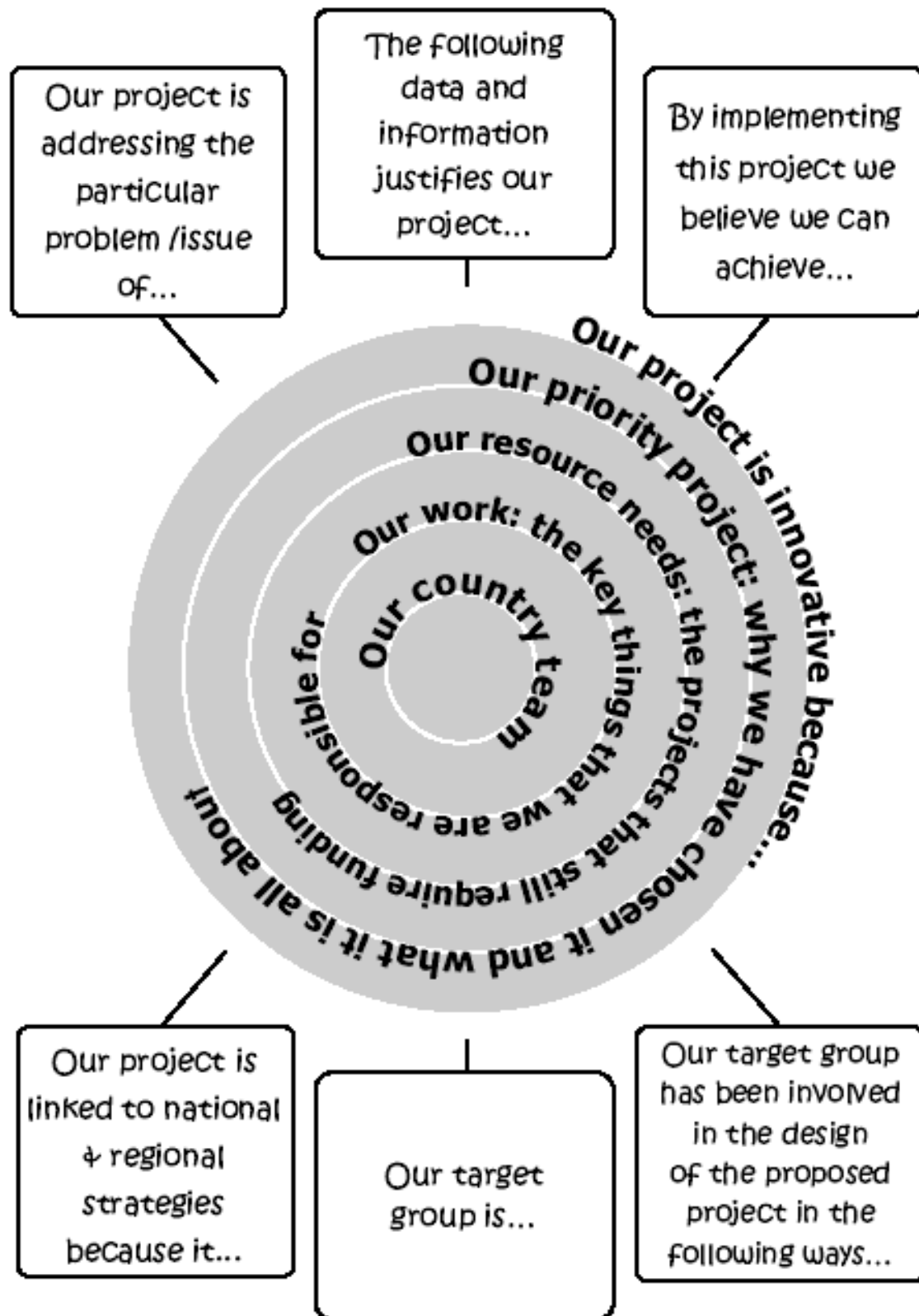
Briefly discuss who your target group is and what you think their interests are in your project.

Our target group has been involved in the design of the proposed project in the following ways...

Describe in what way you have considered involving your target group in the design, implementation and/or the evaluation of your proposed project.

Our project is linked to national & regional strategies because it...

How does the proposed project fit into the overall mission and/or strategic objectives associated with the population and development priorities of your country and those of the AFPPD?



Appendix 3: Site Visits

Asia Pacific Network+



APN+ activities take place in **Working Groups**, which are open to any PWHA's in the region. The working groups are as follows:

- Information Exchange** APN+ launched an email discussion group, APN Plus Share, in 1996. This has now merged with PWHA-NET.
- Human Rights** APN+ is currently conducting a peer-based documentation of human rights violations within eight countries in the Asia-Pacific region.
- Skills Building** APN+ will be conducting a capacity building workshop for APN+ country representatives in mid-2003 (in conjunction with the APN+ AGM). Also APN+, in partnership with NAPWA Australia, has recently developed Proposal Writing Guidelines that will continue to be presented in an interactive workshop format at meetings, such as the 7th ICAAP in late 2003.
- Access to Treatments** APN+ advocates for equitable access to treatment and care and is currently planning a regional project.
- Steering Committee** The three person committee is responsible, along with the Co-ordinator, for the management of the APN+ Secretariat.

APN+ is managed by a Board of Representatives who are expected to be actively involved in at least one working group. The Secretariat is based in Bangkok, Thailand.

Who is APN+? Organisational Background

APN+, which stands for Asia Pacific Network of People Living with HIV/AIDS, was first set up in February 1994 when 42 PWAs from 8 different countries within the Asia Pacific region met up in Kuala Lumpur, Malaysia.

The PWAs present then were people from Australia, Taiwan, Hong Kong, Japan, Thailand, Malaysia, Singapore and India. These PWAs met up to lobby for the betterment of PWAs in the Asia Pacific region. This gave birth to APN+.

During the Kuala Lumpur meeting, a board of representatives was set up. In July 1994, the board members had their first board meeting in Bangkok where workplans and structures were drawn up. The secretariat was then based in Kuala Lumpur, Malaysia under the professional supervision of Jack Singh, the founder of APN+.

In August 1994, APN+'s name appeared in the 10th International Conference on AIDS in Yokohama, Japan. Many also got to see APN+'s first brochure publicising its network. A call for more countries within the Asia Pacific region to join APN+ continued. By end of 1994, APN+ managed to recruit the Philippines into the network.

APN+ was restructured in September 1995 during the 3rd Regional Conference on AIDS in Chiang Mai, Thailand. The secretariat was moved to Singapore and Paul Toh was officially appointed the Coordinator of the regional secretariat at APN+.

During this time APN+ has increased its network to 10 countries ; Australia, Japan, Taiwan, Hong Kong, Thailand, Malaysia, Singapore , Indonesia, the Philippines and India.

The second board meeting was held in March 1996 in Singapore where the following workplans were drawn up;

1. Skills Building Workplan
2. Information Exchange Workplan
3. Advocacy Workplans

APN+ has managed to realise two out of the three workplans for workyear 1995/1996.

APN + was again visible at the 11th International Conference on AIDS in Vancouver when two board members spoke about APN+ and GNP+ at the Opening and Closing ceremonies of the conference.

By July 1996, APN+ has managed to increase its network to 16 countries comprising of Australia, New Zealand, Hong, Kong , Taiwan, Japan, South Korea, Vietnam,, Guam, Fiji, Thailand, Malaysia, Singapore, Indonesia, India, The Philippines., Papua New Guinea.

In August 1996, APN+ began an on-going collaboration with the UNAIDS Asia Pacific Intercountry Team based in Bangkok. APN+ advertised and stationed a Filipino PWA woman at the UNAIDS APICT office for a 6-month project. During this period, APN+ launched its First e-mail discussion group called APN-PLUS SHARE on 1 December 1996 in conjunction with World AIDS Day 1996. This e-mail discussion network was to enhance the exchange of information, opinions and discussion amongst PWAs in the Asia Pacific region.

APN+ has also drawn up various collaborative projects with UNAIDS for work year 1997/1998. Some of the projects include organising the Community Forum at the Manila Congress in October 1997 and networking to achieve the aims of the RIRG (Regional Information Reference Group).

APN+ had their third annual board meeting held in Taipei, Taiwan on the 22 - 24 April 1997. During this meeting, APN+ redesigned its structure and plan out its work plans for work year 1997/1998 which could be seen further in this document.

Presently, the APN+ network consist of the following PWA groups and movements from the various countries:

Countries	Name of PWA group
Australia	NAPWA Australia
New Zealand	Auckland AIDS Service
Japan	OCCUR Tokyo
Taiwan	Living With Hope
Hong Kong	Under AIDS Concern HK
Vietnam	Friends Help Friends
Thailand	Wednesday Friends Club
Malaysia	Positive Living
Singapore	Life Goes On (LGO)
Indonesia	Spiritia
India	Positive Life
Guam	Palao an Plus
Papau New Guinea	PNG Plus
The Philippines	Pinoy Plus
Korea	Hope Sharing House
Fiji	Fiji AIDS Task Force

APN Membership Contact Details as of June 2005

AUSTRALIA

NAPWA country representative
Network of Australian People Living with AIDS
PO Box 51
Newtown 2012, NSW Australia
Email: johnrock@bigfoot.com

BANGLADESH

Ashar Alo Society
House#3/3(Ground Floor),
Road#3, Block-A, Lalmatia
Mohammadpur, Dhaka-1207, Bangladesh.
Ph: 880-2-011045114
Email: akter_habiba@hotmail.com

CAMBODIA

Cambodian Network of PLWHA CPN+
House No. 450, Totoultompont 2 St.,
Phnom Penh, Cambodia
Ph: 855-23216399 Mobile : 855-12934777
Email:cpn@camnet.com.kh

CHINA

AIDS Care
160/611 Tianhebel Rd
Tianhe Dist,
Guangzhou 510630, China
Ph: +86 20 38473175 Fax: 86 20 38742937
Email: aidscarecn@hotmail.com

Mangrove Support Group (MSG)
Mr Xiao Li, Director,
Mangrove Support Group, Beijing, China
E-mail: adam_sky2002@yahoo.com.cn

FIJI

FJP+
Fiji Network of People Living with AIDS
2nd Fl., Narseys Bldg., GPO Box 12718,
Ellery St., SUVA FIJI,
Ph: +679 3313844 Fax: +679 331 4199
Email: tmudunavosa@yahoo.com

GUAM

GUAHAN HIV/AIDS Network Project
P.O. Box 20640
Barrigada, Guam 969
Ph: +671 632 6815, 777 2437
Email: alexsilverio@hotmail.com

HONG KONG

Positive Living Group (PLG)
c/o AIDS Concern
AIDS Concern
17B, Block F, 3 Lok Man Road, Chai Wan,
Hong Kong.
Tel: + (852) 2898 4411 Fax: + (852) 2505 1682
Email: loretta@aidconcern.org.hk

INDIA

The Secretariat Coordinator
Indian Network for People living with HIV/AIDS
(INP+)
Flat No 6, Kash Towers
93 South West Boag Road, T.Nagar
Chennai- 600017
Email: inppplus@eth.net / inppplus@vsnl.com

INDONESIA

Spiritia
Jl.Radio IV No.10, Kebayoran Baru
Jakarta Selatan, Indonesia
Ph: 62-811-988827
Email: freaky_sparkz@yahoo.com

INDONESIA

Bali Plus
H. Kehtha Dalem III/8, Sidakarya
Denpasar- Bali 80224
Ph: 62-361-722473
Email: bpf@dps.centrin.net.id

IRAN

Persia Plus
44, W41st, Jahan Ara Ave,
Teheran, Iran
Ph: 98-21-802-7102
Email: persia_plus@yahoo.com

JAPAN

Japan network of PLWHA
JanP+
103, Amnesty House, Araki-cho, Sinjuku-Kn
Tokyo, Japan
Ph: +813 53678558 Fax: +813 53678559
Email: pinkbear@popo2.odn.ne.jp

LAO PDR

Laos Network of PLWHA
LNP+
c/o HQ Care/Support Project Officer.
Lao Red Cross, Box 2948, Vientiane
Ph: +856- 21- 215763
Email: anouxay@laopdr.com / bxay@hotmail.com

MALYAYSIA

Malaysian Positive Living Group
Ph: 0060 123278812
Kuala Lumpur
Malaysia
Email: erd_2000_1999@yahoo.co.uk

MONGOLIA

Positive Life Project
Ulaan Baatar 13
PO Box 117
Mongolia
Ph: 976 11 318016
Email: zoltamir@yahoo.com

NEPAL

Nepal Plus
P.O.Box
Kathmandu, Nepal
Ph : +9771-4478402
Email : nepalplus2002@yahoo.co.nz

Blue Diamond Society
Shiv Bhakta Marg-344, Khursani Tar, Lazimpat,
Kathmandu,
Nepal
Postal Address: GPO Box: 8975, EPC NO: 5119
Ph: +977 1 4443350, 4445147
Fax: +977 1 4438600
Email: info@bds.org.np
bluediamondsociety@yahoo.com

Nav Kiran Plus
Dhabashi Kathmandu
P.O. Box 8801
Kathmandu, Nepal
Ph: +9771-372623
Email: rkafle@yahoo.com

NEW ZEALAND

Body Positive
1/3 Poynton Terrace, Auckland City. PO Box 68-
766, Newton, Auckland
Ph: +64 93093 989 Fax: +64 9309 398
Email: office@bodypositive.org.nz
Website: http://www.bodypositive.org.nz

PACIFIC ISLANDS

PIAF
Pacific Islands AIDS Foundation
P.O. Box 888, Avarua
Rarotonga, Cook Islands
Ph: +682 23102 Fax: +682 23102
Email: piaf@oyster.net.ck

PAKISTAN

New Light AIDS Control Awareness- Group,
766/5, D-1, Green Town, Lahore, Pakistan
Ph : +92-42-5113084/5113837
E-mail: newlightaids@yahoo.com

PAPUA NEW GUINEA

IGAT Hope
C/O National AIDS Council Secretariat
PO Box 1345 Boroko NCD
Papua New Guinea
Ph: +675-323-6161
Email: helenberem@hotmail.com

PHILLIPINES

Pinoy Plus Association Inc.
1066 Remedios St. Malate
Metro-Manila, Philippines
Ph: +632-524-0924
E-mail : quintojun@yahoo.com

SINGAPORE

Club Genesis – Life Goes On
C/O DSC Clinic #2-16
31 Kelantan Lane
Singapore 200031
Ph:+65 94576275 (mobile) Fax:+65 62565903
Email: hemispheresg@yahoo.com.sg

SRI LANKA

Lanka+ - Sri Lank network of PLWHA
70/3, Kadawatha Road
Kalubowila, Dehiwala, Sri Lanka
Ph:941-2765234
Email: wilrand@sltnet.lk

SOUTH KOREA

KANOS
Korea HIV/AIDS Network of Solidarity
Central P.O. Box 1192
Seoul – 110 061
Republic of Korea
Ph: 82-11-310-2652 (mobile)
Email: kanos@kanos.org
ohdream@hotmail.com

TAIWAN

PDF, Taiwan
Positive Development Family, Taiwan
2Fl, #19, Chuan Fu Lane, Chuan Hsin St.,
Tai Shan Hsiang,
Taipei Hsien, Taiwan, R.O.C.
Ph: +886 2-2909-8098
Cell: +886 9136-348-1169
Email: 1george@ms21.hinet.net
pdfmagigi@ms93.url.com.tw

TIMOR LESTE

c/o UN House – UNDP Timor Leste
Caicoli Street,
Dili- Timor- Leste
milena_rangel@hotmail.com
Mobile:+670 723 5601
Fax no: +670 3312408
Email: milena.rangel@undp.org

THAILAND

Thai Network of People Living with HIV/AIDS
(TNP+)
885 Soi Tappakdee Ladprao 101
Wangthonglang Bangkok
Bangkok Thailand 10240
Ph: +66-2376-0175-6
Email: tnpth@loxinfo.co.th

VIETNAM

Centre for Community Health and Development,
127- Lo Duc
Hanoi, Vietnam
Ph: 84-4-9721452
Email: trungthanh@cohed.org.vn

VIETNAM

102/D4 Le Van Tho street, ward 11, GoVap district
Ho Chi Minh city,
Vietnam
Email : darctruong@yahoo.com

The list is still currently being updated if you have any questions regarding APN contact in your country feel free to contact Greg Gray at APN+ Regional Office.

Mr. Jon Ungphakorn

Present Positions:

- **Senator for Bangkok (Elected to Thai Senate for six-year term in March 2000)**
- **Secretary of Thai Senate Committee on Social Development and Human Security**
- **Secretary, AIDS Access Foundation (ACCESS)**
- **Board Member of Centre for AIDS Rights (CAR)**

Contact Address:

Senate Social Development Committee
P.O. Box 61, Parliament Post office, Dusit, Bangkok 10350, Thailand,
Fax: 66 2989 5337,
Mobile Phone: 66 1665 6320
Email: ungjion@usa.net

Education: B.Sc. (Electronics), University of Sussex, UK, 1970

Past Positions:

- **Executive Director of the AIDS Access Foundation**, a Thai NGO working on HIV/AIDS 1991-2000
- **Chairman of the Thai NGO Coalition on AIDS (TNCA), 1993 -1996**
- **Director of Thai Volunteer Service (TVS)**, a Thai NGO, providing volunteers, training, and other support to Thai NGOs, 1980-1990
- **Co-ordinator of Mitr Thai Trust**, a United Kingdom-based Thai NGO promoting democracy and human rights in Thailand, 1977-1980
- **Lecturer in Physics, Mahidol University, Bangkok, 1971-1976**

Skills/Experience in AIDS work:

- Management of HIV/AIDS services.
- AIDS counselling and training of counsellors
- AIDS education training programmes
- AIDS policy advocacy campaigns

AIDS Advocacy Experience:

- Rights of people living with HIV/AIDS and their families
- PLWHA/NGO Campaigns on Access to Care and ARV
- Peoples' Campaign for Universal Health Insurance in Thailand (2000 – 2002)

Some Presentations made at International Conferences:

- "Advocating for Access to Treatment" – presentation at session on "AIDS Advocacy in Asia and the Pacific" at 5th ICCAP, Kuala Lumpur (1999)
- "Should Government/public resources for HIV prevention in the developing world be directed toward the provision of HIV counselling and testing services?" - Plenary debate presentation at 11th International Conference on AIDS, Vancouver (1996)
- "HIV testing in a high prevalence setting" - Round Table presentation at Third International Conference on AIDS in Asia and the Pacific, Chiangmai (1995)
- "Developing Care Services In A Third-World Society" -Plenary presentation to 2nd International Conference on Home and Community Care for Persons Living with HIV/AIDS, Montreal (1995)
- "Models of Counselling and Support in Resource Poor Countries" - Plenary presentation at 10th International Conference on AIDS, Yokohama (1994)
- "The Impact of AIDS on Women in Thailand" - Workshop presentation at First International Conference on AIDS in Asia and the Pacific, Canberra (1990)

Appendix 4: Participant List

Australia

Ms. Eleanor Bettini

Administration Officer

All Party Parliamentary Group on Population and Development c/o ARHA PO Box 41 Deakin West ACT

2600 Australia Tel: 61-2-6282-8922/ Fax: 61-2-6282-8922

Email: eleanor@arha.org.au

Cambodia

Dr. Srey Daro

Project Manager for PPAP Cambodia

CAPPD, National Assembly Building, Sothearos Boulevard, Sangkat Chaktumuk, Khan Duan Penh, Phnom

Penh, CAMBODIA Tel: (855-23) 12 888 663 / Fax: 855 23 212 422

Email: cappd_cmb@forum.org.kh/ppapcambodia@yahoo.com

Ms. Pen Soleakhana

Discussant (Person to Person Advocacy with Parliamentarians)

CAPPD, National Assembly, Sothearos Boulevard, Phnom Penh, CAMBODIA

Tel: (855-16) 500 111/ Fax: 855 23 212 422

Email: soleakhana_pen@yahoo.com

China

Mr. Yang Shengwan

Division Chief

Education, Science, Culture & Public Health Committee National People's Congress (NPC) No. 23,

Xijiaominxiang, West District, Beijing 100805, CHINA Tel: (86) 10 - 63096101/ Fax: (86) 10 - 63091281

Email: yangshengwan@npc.gov.cn

Mr. Mao Junfeng

Officer

Education, Science, Culture & Public Health Committee National People's Congress (NPC) No. 23,

Xijiaominxiang, West District, Beijing 100805, CHINA

Tel: (86) 10 - 63098524 / Fax: (86) 10 - 63097281/63097281

Email: mjfgary@hotmail.com / maojunfeng@npc.gov.cn

Fiji

Mr. Seniteli Wainiu

Acting Journal Officer

Parliament of Fiji, PO Box 2352, Government Building Suva, Fiji Tel: 679-330-5811 ext 441 /

Fax: 679-330-5325 Email: swainiu@parliament.gov.fj

India

Mr. Manmohan Sharma

Executive Secretary

The Indian Association of Parliamentarians on Population and Development (IAPPD) 1/6 Siri Institutional

Area Khel Gaon Road, New Delhi INDIA 110049 Tel: 911-51656661 / Fax: 911-51656660

Email: iappd@touchtelindia.net

Mr. Vedprakash Sharma

Programme Officer

The Indian Association of Parliamentarians on Population and Development (IAPPD) 1/6 Siri Institutional

Area Khel Gaon Road, New Delhi INDIA 110049 Tel: 911-51656661 / Fax: 911-51656660

Email: iappd@touchtelindia.net

Indonesia

Mrs. Retno Wardani

Senior Programme Officer

Indonesian Forum of Parliamentarians on Population and Development (IFPPD) DPR-RI, Nusantara I, 12 Floor, Room 1211, Jl. Gatot Subroto, Senayan, Jakarta 10270, Indonesia

Tel: (62-21) 5755313/ 5755314 / Fax: (62-21) 5756366 Email: ifppd2802@yahoo.com eno1806@yahoo.com

Mr. Umar Zulkarnain Aziz

Senior Programme Officer

Indonesian Forum of Parliamentarians on Population and Development (IFPPD) DPR-RI, Nusantara I, 12 Floor, Room 1211, Jl. Gatot Subroto, Senayan, Jakarta 10270, Indonesia Tel: (62-21) 5755313/ 5755314

Fax: 6221-5756366 Email: uzulkarnain@yahoo.com

Mr. Dominicus Samderubun, SKM, MPPM

Executive Secretary of IFPPD in Nusa Tenggara Timur

Indonesian Forum of Parliamentarians on Population and Development of East Nusa Tenggara Province Indonesia, Gedung DPRD Propinsi Nusa Tenggara Timur Jl. Raya Eltari, Kupang, Indonesia

Tel: 062-380-828885081 23978 666 / Fax: 062-380-831367 Email: domikpg@yahoo.com

Iran

Mr. Seyed Hadi Borhani

Officer Ministry of Foreign Affairs

P.O Box 11365/1391, Tehran, ISLAMIC REPUBLIC OF IRAN

Tel: 9821-671-8088/ Fax: 9821-671-8088 / Email: borhani@diplomats.com

Japan

Mr. Masanori Takemoto

Researcher/Programme Officer

APDA/Secretariat of JPPF, 3F Da Vinci Shinjuku-Gyoen, 1-5-1-3F, Shinjuku, Shinjuku-ku, Tokyo, Japan

Tel: 81-3-3358-2211 / Fax: 81-3-3358-2233 Email: takemoto@apda.jp apdatyobj@gol.com

Laos

Dr. Boupahny Phayouphorn

Project Manager

Lao Association of Parliamentarians on Population and Development (LAPPD)

National Assembly of Laos / 1 That-Luang Square / Vientiane, LAO PDR

Tel: 856-21-911-536 / Fax: 856-21-413-515/413-528 Email: boupahny.unfpa@undp.org /

bsawathuong@yahoo.com

Mr. Phetla Thanthavonsa

Deputy Director of the International Assembly National Assembly of Laos

1 That-Luang Square, NA Building, PO Box 662, Vientiane, LAO PDR

Tel: 856-21-413-515/202207730 / Fax: 856-21-413-515/413-528

Email: p_vongsa@yahoo.com

Mongolia

Mrs. NARANTSETSEG Daribazar

Officer of the Standing Committee of Social Policy

Secretariat of the State Great Hural (Parliament) of Mongolia Ulaanbaatar-12, State Palace-326, Mongolia

Tel: 976-11-320025 (o) / 976-99198365 (m) / Fax: 976-11-323405

Email: dnara2001@yahoo.com

New Zealand

Mr. Chris Te'o

Programme Coordinator

New Zealand Parliamentarians for Population Family Planning Association of New Zealand Level 6

Southmark House 203-209 Wills Street P.O. Box 11-515, Wellington NEW ZEALAND

Tel: 64-4-8012620/Fax: 64-4-382-8356 Email: chris.teo@fpanz.org.nz

Philippines

Ms. Ma. Cecilia de los Reyes Ferrer

Programme Manager, Information and Communication Unit
Philippines Legislator's Committee on Population and Development Foundation, INC (PLCPD)25 - C
Matiyaga St., Central District Quezon City 1126, PHILIPPINES Tel: 63-2-99211044 ext. 105 / Fax: 63 2 925
1800 ext 108 Email: che_ferrer@yahoo.com icd@plepdfound.org

Mr. Gerardo Pinon

Associate Training Officer
Philippines Legislator's Committee on Population and Development Foundation, INC (PLCPD)25 - C
Matiyaga St., Central District Quezon City 1126, PHILIPPINES Tel: 63-2-99211044 ext. 105 / Fax: 63 2 925
1800 ext 108 Email: gerryinon@yahoo.com lord_gerry@yahoo.com

Sri Lanka

Dr. A.T.P.L. Abeykoon

Director
Sri Lanka Parliamentarians for Population and Development c/o Population Division, Ministry of Health and
Indigenous Medicine 231, De Saram Place, Colombo 10, SRI LANKA Tel: (94 11) 508661/
Fax: (94 11) 508661 Email: dirpop@slt.lk

Thailand

Mr. Manit Chaimongkol

Advisor
Senate Standing Committee On Public Health The Secretariat of the Senate U-Thong Nai Road, Dusit,
Bangkok 10300 THAILAND Tel: 66-1869-5551/ Fax: 66-2-585-4941

Ms. Chantarapa Nontawasee

Assistant to Senator Tuenjai Deetes
Senator Tuenjai Deetes' Office/Hill Area and Community Development Foundation, 129/1 Moo 4, Pagiew
Rd. Soi 4, Tambon Robwiang, Amphur Muang, Chiang Rai, Thailand 57000
Tel: 66-5375-8658 / Fax: 66-5375-8658 ext 106 Email: nontawasee@yahoo.com

Vietnam

Dr Nguyen Van Tien

Executive Director
Vietnam Association of Parliamentarian on Population and Development 35 Ngo Quyen, Hanoi, VIETNAM
Tel: 84-8046314 / Fax: 84 804 6328 Email: tienhatay2002@yahoo.com

Mr. Nguyen Ngoc Thanh

Officer
Vietnam Association of Parliamentarian on Population and Development 35 Ngo Quyen, Hanoi, VIETNAM
Tel: 84-8046314/ Fax: 84 804 6328 Email: nguyennngocthanhna@yahoo.com

UNFPA Indonesia

Mr. Abdul Wahib Situmorang

National Project Coordinator UNFPA at IFPPD
UNFPA, Thamrin Building Floor 7, DPR-RI Building IFPPD, JC, Gator Subroto Floor 12 R 1211, Indonesia.
Tel: 62-21-575-6366 / Fax: 62-21-575-6366 / Email: coeki@hotmail.com

IPPF SAR

Ms. Mona Mishra

Programme Officer HIV/AIDS, South Asia Region
International Planned Parenthood Federation, South Asia Regional Office, 66, Sundar Nagar, Delhi 110003,
India, Tel: 91-11-243-59221-3 / Fax: 91-11-24359220, Email: mmishra@ippfsar.org

IPPF ESEAOR

Ms. Sya Dunita Kamaruddin,

Programme Officer

IPPF ESEAOR, 246 Jalan Ampang, 50450 Kuala Lumpur, MALAYSIA

Tel: (603)-42566122 / Fax: (603)-4256-6386 / Email: sdkamaruddin@ippfeseaor.org

UNFPA

Ms. Matana Bunnag

Programme Coordinator

UNFPA, UN Building, Rajadamner Nok Ave. Bangkok 10200, Tel: (662) 288 8718 / Fax: (662) 280 2715

Email: matana@unfpa.un.or.th

Ms. Duangurai Sukvichai

Knowledge Sharing and Research Assitant

UNFPA, UN Building, Rajadamner Nok Ave. Bangkok 10200, Tel: (662) 288 2086 / Fax: (662) 280 2715

Email: sukvichai.unescap@un.org

Ms. Sukanya Thongthumrong

Programme Assistant

UNFPA 12th Floor, UN Building, Rajadamner Nok Ave. Bangkok 10200, Tel: (662) 288 2889 / Fax: (662)

280 1871, Email: sukanya@unfpa.un.or.th

Resource Persons

Mr Kevin OSBORNE

HIV/AIDS Senior Advisor

International Planned Parenthood Federation, Regent's College, Inner Circle, Regent's Park

London NW1 4NS, United Kingdom

Tel: 44 (0) 207 487 7854 / 44 (0) 207 487 7988 Email: KOsborne@ippf.org

Nichola (Nikki) Schaay

Consultant

The School of Public Health, University of the Western Cape, Cape Town, South Africa.

Tel: 021-959-2809 / 021-788-4186 / 084-211-5544 Email: schaay@mweb.co.za

Guest of Honor

Mr. G. Giridhar

CST Director & UNFPA Representative Thailand

UNFPA/CST, 14th Floor, UN Building, Rajadamner Nok Ave., Bangkok 10200

Email: giridhar@un.org

Dr. Malinee Sukavejworakit

Senator Thailand

Secretary General, AFPPD, Chief Advisor,

The Senate Standing Committee On Public Health, The Secretariat of the Senate, U-Thong Nai Road, Dusit,

Bangkok, Thailand Fax: 02-244-1607 Email: afppd@afppd.org

AFPPD

Asian Forum of Parliamentarians on Population and Development

Phyathai Plaza Bldg., Suite 9-C, Phyathai Road, Ratchathewi, Bangkok 10400, Thailand

Tel: 66-2-219-2903/4, Fax: 66-2-219-2905, Email: afppd@afppd.org

Mr. Shiv Khare, Executive Director

Ms. Lilibelle Austriaco, Programme Associate

Mrs. Pariyaporn (Ying) Sappapan, Administrative Associate

Ms. Patsuda (Pang) Patanasuwanna, Account Associate

Elvira Mynbayeva, Programme Associate

Ms. Miho Yamazaki, Programme Associate



